

City of Alameda

CALIFORNIA

is now inviting applications for

City Attorney



Bring your talent to this unique island community

The Community

The City of Alameda, California is a unique island community of approximately 75,000 residents in the San Francisco Bay Area. Alameda, comprised of the main island and Harbor Bay, is connected to the East Bay mainland by four bridges and two subterranean tubes, and by ferry services to San Francisco; it is within minutes of all the cultural activities in San Francisco, Oakland and Berkeley. The community is proud of its history and small town charm, consequently, particular emphasis is placed on historic preservation and quality design and on managing the impacts of development initiatives.



Alameda is a historic city with a small-town atmosphere and a diverse mix of housing, neighborhoods, office, industrial and retail businesses. Charming Victorian homes grace shady tree-lined streets covering the island's 22.7 square miles. It is an architecturally and historically rich community with over 10,000 buildings constructed prior to 1930. According to Money Magazine, the City of Alameda compares favorably to the "best places to live" in America. It has a high median family income, a well educated populace, numerous restaurants and libraries, and better than average weather. Businesses such as Peet's Coffee roasting facility, Abbott Diabetes, Oakland Raiders, and VF Outdoor are located in its business parks. Alameda is also home to the College of Alameda and is in close proximity to the University of California, Berkeley and California State University, East Bay. Residents say this family community offers it all: great schools, family-friendly beaches, a movie theater, retail stores, ample recreational opportunities, and abundant parks and playgrounds. Alameda has a true community feel yet offers many desirable aspects of suburban life.

The City Organization

Alameda was incorporated in 1854 and became a charter city in 1916 with a Council-Manager form of government. The five-member Mayor and Council serve staggered, four-year terms. The Council directly hires the City Manager, City Attorney and City Clerk.

The City is a full-service organization that provides residents with a broad range of municipal services including police and fire protection, construction and maintenance of streets, storm drains and other infrastructure, a state of the art library system, over 200 acres of recreational facilities including multi-use athletic fields, picnic sites, a skate park, swim center, and a full service senior center. The City owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses, owns and privately manages a golf complex comprised of two 18-hole championship courses and one nine-hole executive course, and provides housing assistance through the Housing Authority of the City of Alameda. The City's budget encompasses the general fund, redevelopment, enterprise, special funds and component units with appropriations totaling approximately \$208.6 million for fiscal year 2011-2012, with a workforce of approximately 570 full-time employees and 200-400 part-time employees. Candidates are encouraged to visit the City's website at www.cityofalameda.ca.gov for a broader understanding of the City's organization.

The Position of City Attorney and Priorities



The City Attorney's Office performs the traditional legal functions associated with a full service city by providing legal guidance, advice, and counsel to the Mayor and City Council, the City Manager, department heads, and various City boards and commissions. The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney is responsible for planning and directing the activities of the City Attorney's Office which includes risk management and worker's compensation. Current priorities and issues for the City Attorney include:

- **Litigation** – The City Attorney will ensure the resolution of litigation matters at the lowest possible costs to the City, while maintaining a strong City defense strategy.
- **Employee/Labor Relations** – The City Attorney will provide legal support for employee relations and labor negotiations with the City's various bargaining units.
- **Risk Management** – Risk Management is a division of the City Attorney's Office and works with City departments to actively manage and reduce or mitigate potential liability exposure and preserve public property, as well as manage the workers' compensation program.
- **Finance** – Like many municipalities, the City of Alameda is facing significant financial challenges due to stagnant financial resources and rising expenditures such as health care and pension costs. The City Attorney will be expected to provide cost effective legal solutions in managing legal contracts and external services, and ensure that an efficient system of workflows and processes will result in expedient turnaround for legal services.
- **Military Base Redevelopment** – Alameda Point, site of the former Alameda Naval Air Station which encompasses about one-third of the City's land area, has been poised for redevelopment for several years. The City Attorney will provide legal strategies to protect redevelopment activities and legal support for the negotiation and drafting of agreements and documents.

The Ideal Candidate

The City Council is seeking a seasoned professional with an extensive background in municipal law either through work with a public agency or a private law firm with municipal clients. Experience working for or with a full service municipality is a plus but not required. The candidate should possess comprehensive knowledge and experience in public sector law working with a variety of legal issues including land use, employment and labor law, California Public Records Act, economic development, redevelopment and housing, transportation, public utilities, and public safety, as well as an in depth understanding of the California Brown Act. The candidate must possess a Juris Doctorate from an accredited school of law, be a member in good standing with the State Bar of California, and have at least five years of senior-level experience as a public law generalist prior to his/her appointment. The ideal City Attorney should also possess the following qualities:

- Ability to keep City Council well informed to aid in their decision making process.
- Experience working cooperatively and effectively with the City Manager, Executive Management Team, other professionals and the community.
- Experience managing subordinate attorneys and support staff and delegating work effectively. Positive and energetic leader who develops, motivates, and empowers staff by example.
- Open and accessible style that fosters a system of accountability.
- Ability to make solid recommendations and decisions based on facts, professional judgment and analysis, and employee input.
- Ability to handle complex and ambiguous matters assertively and decisively within the context of City policies.
- Creative problem solver who anticipates change.
- Politically astute, but apolitical in performance of job duties.
- Excellent research and writing skills including proficiency in contemporary online legal research services and techniques (e.g., Lexis Nexis, WestLaw, etc.).
- Strong written and oral communications skills.
- Experience and/or working knowledge of municipal code enforcement is a plus.
- Experience in a community that emphasizes transparent and involved government is a plus.



The Compensation & Benefits

Annual Salary: Negotiable depending on qualifications.

Benefits Include:

Flexible Benefits Plan – A generous pre-tax monthly allowance is provided for PERS health insurance; City paid dental and life insurance provided by the City.

Vacation – Up to 25 days annually.

Holidays – 10 observed plus 3.5 floating holidays.

Sick Leave – 12 days per year with no limit on accumulation. Unused sick leave may be converted to PERS service credit upon retirement.

Deferred Compensation – 1% of salary paid by the City. Employee contribution is 2% of salary.

Automobile Allowance – \$250 per month.

Retirement Program – PERS 2% @ 55 plan, based on single year highest compensation. Employee pays 7% as pre-tax contribution. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.

This position is Civil Service exempt.

Long-Term Disability – The City provides LTD insurance up to \$8,000 per month.

Optional Benefits – Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, long-term care, additional life and a 457 deferred compensation plan.



The Application Process

Interested candidates should submit a cover letter, resume, salary history, and three professional work-related references to:

City of Alameda
Human Resources Department
2263 Santa Clara Avenue, Room 290
Alameda, CA 94501
OR
e-mail materials to hr@ci.alameda.ca.us

First review of applications will begin on **Monday, November 21, 2011**. Only those candidates with the most relevant qualifications and experience will be invited for an interview with the City Council. The selection process may include, but is not limited to, oral panel interviews, detailed background and reference checks, and other evaluations.

If you have questions regarding this position or process, please contact:

Karen Willis, Human Resources Director
(510) 747-4922 or kwillis@ci.alameda.ca.us



AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

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